

Mitchell Field Implementation Committee

The Mitchell Field Implementation Committee (MFIC) shall develop recommendations, strategies and projects to implement the Mitchell Field Master Plan. The Committee will work with the Board of Selectmen, Town Planner, existing town committees, and other available resources as coordinated through the Town staff.

Each Town Committee shall adhere to the Committee Guidelines as revised from time to time and attached here.

Approved by the Board of Selectmen April 10, 2008
Amended by the Board of Selectmen on May 10, 2012

COMMITTEE GUIDELINES---TOWN OF HARPSWELL

Effective April 15, 1998
Amended February 3, 2000
Amended September 27, 2001
Amended July 30, 2009
Amended May 6, 2010
Amended May 26, 2011

The role of most committees is to advise the Selectmen of the Town. Their mandate is to make recommendations and to draft policies, if appropriate, for consideration and possible implementation by the Selectmen. Some committees have specific authority vested in them by Maine Statute and Harpswell ordinance such as the Board of Appeals, Planning Board and Conservation Commission. The following guidelines apply to all Town committees.

1. Committee members are appointed by the Selectmen as specified by law or ordinance, or at the discretion of the Selectmen. Appointments terminate on April 30.
2. Reasonable attendance at committee meetings is expected. Continued absence will result in replacement.
3. A quorum of a committee, required for a formal meeting, is a simple majority of all members.
4. The Selectmen may appoint the committee Chairman or authorize the committee to elect its own Chairman. When such election is not made, the Selectmen shall designate the Chairman. The committee may elect its Secretary.
5. Minutes of all committee meetings shall be filed with the Selectmen no later than five days after the committee meeting at which the minutes are accepted. Minutes are available for public review and should contain an account of all subjects discussed and any recommendations and votes taken or other actions.
6. All committees are subject to the Freedom of Access law and to the Town's Freedom of Access Policy. All meetings must be open to the public and held on public property; however, the Chairman may determine the amount of public participation allowed.
7. Only committee members who have accepted appointments or re-appointments may vote. In case of a tie vote, the vote shall be considered negative.
8. Recommendations made to the Selectmen must be made by a majority of the committee, not a majority of the quorum. Committees may not make decisions on behalf of the Town except as specifically provided by Maine Statute or Harpswell ordinance.
9. The Chair of the Board of Selectmen, or the Chair's designee, should be consulted about any proposed media coverage. All documents issued by a committee to the media or to any agency, other than the Town, must first be cleared by the Chair of the Board of Selectmen, or the Chair's designee. Media contacts on behalf of the committee should only be made by the Chairman. No committee or committee members should represent that it/he/she is speaking on behalf of the Town unless officially authorized to do so.
10. No committee or committee member may commit Town funds. The expenditure of funds, within amounts appropriated, must be approved by the Selectmen. Town purchasing policies must be followed. Committees in needing to make a purchase should consult the Town Administrator.
11. Notice should be given to the Town Administrator well in advance of any meeting dates to allow for adequate public notice. Committees should try to avoid scheduling meetings at the same time as other meetings. No meetings may be held at the same time as Selectmen's Meetings or Town Meetings.
12. Upon acceptance of appointment to a committee, a person shall sign a copy of these Committee Guidelines and deposit the signed copy with the Town Administrator.

Signature

Date

Please Print Name